

**FIXED TERM CONTRACT POSITIONS - LINKED TO TERM OF OFFICE**

Department: Office of the Executive Mayor

Branch: Offices of the MMC (Health and Social Development)

**Stakeholder Manager****Annual total remuneration package: R674 310.76 all-inclusive cost to company**

Appointment Requirements: • Degree in Journalism / Communications / Public Relations / Media Studies / Research related qualification (NQF level 7) • Relevant five (5) years' work experience in conducting research, writing speeches and media releases and (or) working with community organisations • Previous experience working within a political environment would be preferable but not limited to.

Primary Function: Manage and oversee that research and data gathering is executed and to ensure the compilation thereof, coordinate and address media briefings and draft media releases/press statements for the Offices of the MMC's, so that the MMC's are fully prepared for meetings, seminars, functions, etc.

Key Performance Areas: Develop methodologies and approaches to guide specific officials on issues that may affect the MMC's communication to political bodies and communities. Relay information to the office of the Mayor on policies and processes that departments are implementing to achieve their deliverables. Perform administrative activities associated with preparation of documents and correspondence.

Leading Competencies: Ability to network. Batho Pele and Corporate Governance principles.

Core Competencies: Ability to manage people, manage change and interface relationships.

Department: Private Office of the Executive Mayor - Branch: Offices of the MMC

**Strategic Advisor****Annual total remuneration package: R824 132.00 all-inclusive cost to company**

Appointment Requirements: • Degree in Political Studies / Economics / Public Government Studies (NQF level 7) • Relevant three (3) to four (4) years' work experience • Working within a political environment would be preferable, but not limited to • Excellent communication (verbal and written), good organisational, computer software negotiation and good interpersonal skills required.

Primary Function: To effectively liaise and support the MMC in ensuring qualitative communication, service delivery and enabling the MMC in achieving the said objectives. Support the MMC in the development and management of a budgeted programme, which ensures that the MMC receives adequate political, administrative and personal support services in pursuance of his/her mandate. Ensure that the MMC maintains positive stakeholder relationships in the Executive and throughout the City.

Key Performance Areas: Control the administrative requirements associated with an office of the MMC. Identify and defines the immediate, short and long term objectives / plans associated with the management and administrative support to the MMC. Manage the implementation of financial control / procedures and provides information to support financial planning sequences. Direct and control outcomes associated with utilisation, productivity and performance of personnel within the section. Ensure that the MMC develop and maintain sound relationships with strategic stakeholders at the level of the MMC office.

Leading Competencies: Strategic Direction and Leadership; People Management; Financial Management; Change Leadership, Projects Management, Performance and Risk Management and Batho Pele. Attention to detail.

Core Competencies: Understanding of local government environment, environmental legislation and policies as well as environmental education and training approaches.

Contact Person: Tsholofelo Tlhotlhomisang. Tel No: (011) 407 6311. E-Mail: TsholofeloT@joburg.org.za  
Workplace: 158 Civic Boulevard, Metropolitan Centre, Braamfontein.

These are employment equity targeted positions and preference will be given to EE targeted groups including people with disabilities.

**Closing date: 27 March 2019.**

The City of Johannesburg is an equal opportunity employer and reserves the right not to make an appointment.

Appointments will be made in accordance with the CoJ's EE Policy.  
Application letter together with comprehensive CV must be forwarded to the contact details as mentioned above.

If you have not heard from us within 6 weeks of the closing date, please consider your application as unsuccessful.